

DIRECTOR OF CENTRAL INTELLIGENCE

Security Committee

SECOM-D-647

10 01 2004

MEMORANDUM FOR: SECOM Subcommittee and Working Group Chairmen
FROM: Robert W. Gambino
Chairman
SUBJECT: Annual Report Requirements

Attached for your information and compliance is the format and schedule for annual reports by subcommittees and working groups of the Security Committee, as approved by Security Committee members.

[Redacted] STATINTL

[Redacted] Robert W. Gambino

Attachment

DCI SECURITY COMMITTEE
Format for Annual Reports
By
Subcommittees and Working Groups

Annual reports covering the immediate past year are due to the DCI Security Committee Executive Secretary not later than January 15th of each year. They shall follow the format below. Reports more than four pages long shall begin with an executive summary not to exceed one page in length.

1. Authority (e.g., DCID, Security Committee action) and mission of subcommittee or working group.
2. Identification of Agency providing Chairman and staff (e.g., Executive Secretary).
3. Extent of Community participation.
4. Principal activities (e.g., meetings, study/research actions).
5. Major accomplishments (e.g., DCIDs, policy statements/directives, contributions to Executive Orders or other national policy).
6. Highlights of work in progress.
7. General work plan for current calendar year; significant issues (e.g., unresolved policy differences, need for legislation, resource deficiencies).